Eloisa May Torregosa

Angela Paola Nitorreda

Angela Paola Nitorreda

Eloisa May Torregosa

Eloisa May Torregosa

Angela Paola Nitorreda

1. Put bullets
2. Number items
3. Change fonts
4. Put tables
5. Highlight words
6. Change font colors
7. Insert headers and footers
8. Bold, italicize, and underline words
9. Add superscript and subscripts
10. Strikethrough words
11. Change line spacings
12. Change alignments
13. Insert cliparts
14. Insert charts
15. Insert page numbers
16. Page orientation
17. Add watermarks
18. Add page colors
19. Add page borders
20. Change font styles
21. Preview before printing
22. Add references
23. Find specific words
24. Replace words
25. Add and remove hyperlinks
26. Format painter
27. Sort texts/lists
28. Add shades to a text
29. Insert cover page, blank page, and page break
30. Insert word arts
31. Insert equations and symbols
32. Insert textbox
33. Insert date and time
34. Add signature line
35. Insert shapes
36. Create a bookmark
37. Separate the paper into columns
38. Change overall design of document (themes)
39. Indention
40. Text wrapping of pictures
41. Copy items/words
42. Paste items/words

We were able to identify 42 things that ms word can do.